

CITY OF MUSKEGON

CITY COMMISSION MEETING

FEBRUARY 9, 2016

CITY COMMISSION CHAMBERS @ 5:30 P.M.

MINUTES

The Regular Commission Meeting of the City of Muskegon was held at City Hall, 933 Terrace Street, Muskegon, MI at 5:30 p.m., Tuesday, February 9, 2016.

Pastor Tim Cross, Living Word Church, opened the meeting with prayer, after which the Commission and public recited the Pledge of Allegiance to the Flag.

ROLL CALL FOR THE REGULAR COMMISSION MEETING:

Present: Mayor Stephen Gawron, Vice-Mayor Hood, Commissioners Byron Turnquist, Ken Johnson, Debra Warren, Willie German, Jr., and Dan Rinsema-Sybenga, City Manager Franklin Peterson, City Attorney John Schrier, and City Clerk Ann Meisch.

INTRODUCTIONS/PRESENTATION:

Carrie Kotchka – Housing Rehab Counselor -

Community & Neighborhood Services

Samantha Ferguson – Community Development Specialist

Planning and Community & Neighborhood Services

The introduction of these employees was postponed to the next regular meeting, February 23, 2016.

2016-12 CONSENT AGENDA:

A. Approval of Minutes City Clerk

SUMMARY OF REQUEST: To approve the minutes of the January 26, 2016 Goalsetting Meeting and the January 26, 2016 Regular City Commission Meeting.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Approval of the minutes.

B. Assessing Agreement – Letter of Understanding City Manager

SUMMARY OF REQUEST: Staff would like to continue utilizing Muskegon County Equalization as our Assessor. The current agreement expires March 31, 2016 and the new agreement begins July 1, 2016. This Letter of Understanding will extend the current agreement to include the period of April 1, 2016 through June 30, 2016.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To authorize the Mayor and Clerk to sign the Letter of Understanding.

C. Extension of Temporary Employment Services Agreement Affirmative
Action & Risk Management

SUMMARY OF REQUEST: To approve a one-year contract extension with Elwood Staffing Services, Inc. for temporary and seasonal employment services. The current agreement expired on December 31, 2015 and has an option for a one-year extension. A verbal agreement took place on December 4, 2015, and the company has continued recruitment efforts since the expiration.

FINANCIAL IMPACT: Costs for services are budgeted by individual departments.

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the agreement with Elwood Staffing Services, Inc. and authorize the City Manager and City Clerk to sign the agreement extension.

D. Purchase and Installation of a Replacement Drive for Recirculation Pump Water Filtration Plant

SUMMARY OF REQUEST: To accept a quote from the Eaton Corporation – Electrical Services & Systems Division to purchase and install a replacement drive on Recycle Pump #1 at the Water Filtration Plant in the amount of \$14,408.

FINANCIAL IMPACT: \$14,408.00

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Authorize staff to accept quote.

E. Demolition Bids for City Owned Dangerous Buildings Planning and
Economic Development

SUMMARY OF REQUEST: Due to the City's active efforts to fight blight through the demolition program, the City accepted properties that did not sell at the tax foreclosure auction and were deemed dangerous buildings.

It is requested that administration be directed to obtain bids for the demolition of the structures and the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: To approve the resolution and to authorize both the Mayor and the Clerk to sign said resolution.

F. 2016 Pavement Marking Program Department of Public Works

SUMMARY OF REQUEST: Staff is requesting permission to enter into 1-year contractual agreement with Michigan Pavement Marking (MPM) of Wyoming, MI for Centerline Painting and Advanced Pavement Marking (APM) of West Olive, MI for Special Pavement Markings. This contract bid was awarded by the Muskegon County Road Commission (MCRC) and for local agencies in the Muskegon County Pavement Marking Group to enter into with MPM and APM with each member billed separately by MPM and APM for painting services requested.

FINANCIAL IMPACT: Estimated costs for 2016 are projected to be \$25,000 for both Centerline Painting and Specialty Markings. Approximately \$16,688 in 2015 was spent for Centerline Painting, through the previous bids/contracts with MCRC and MPM/APM.

BUDGET ACTION REQUIRED: None, contractual work has been budgeted for in the Highway Majors budget.

STAFF RECOMMENDATION: Approve request to enter into a 1-year contract with Michigan Pavement Markings for Centerline Painting and Advanced Pavement Markings for Special Pavement Markings.

H. Adoption of No-Reason Absentee Resolution City Clerk

SUMMARY OF REQUEST: To adopt a resolution supporting No-Reason Absentee voting being allowed in the State of Michigan.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Adopt the Resolution.

Motion by Commissioner Johnson, second by Commissioner German, to approve the consent agenda with the exception of items G and I.

ROLL VOTE: Ayes: Johnson, Gawron, Hood, Warren, German, Rinsema-Sybenga, and Turnquist

Nays: None

MOTION PASSES

2016-13 ITEMS REMOVED FROM THE CONSENT AGENDA:

G. Second Quarter 2015-16 Budget Reforecast Finance

SUMMARY OF REQUEST: At this time staff is transmitting the **Second Quarter 2015-16 Budget Reforecast** which outlines proposed changes to the budget that have come about as a result of changes in revenue projections, policy priorities, labor contracts, updated economic conditions, or other factors.

FINANCIAL IMPACT: Significant second quarter proposed adjustments to the budget are as follows:

- General Fund revenues are reforecast to be \$164,000 higher than

the original budget. This increase is primarily due to a \$445,000 increase in our estimate for income tax revenue, a net projected increase of \$19,000 in licenses and permit revenue, \$75,000 anticipated from a USDA grant for marketing the Farmers' Market, and a projected \$45,000 grant for LED conversion of City owned street lights. The projected increases in General Fund revenues are partially offset by the elimination of \$350,000 from the budget due to the failed street lighting special assessment, an net reduction of \$16,000 from projected fines and fees as well as a decrease of \$84,100 in other revenue, most notably from demos and board-ups.

- General Fund expenditures are estimated to be \$601,429 higher than the original budget. This increase is largely due to the addition of proposed capital projects including; the conversion of City owned street lights to LED (\$115,000), the conversion of street lights owned by Consumers Energy to LED (\$270,000), installation of an LED sign at the Farmers' Market (\$30,000), repairs to the boardwalk at Kruse Park (\$30,000), and improvements at Marsh Field (\$23,256). The \$75,000 anticipated USDA grant for the Farmers' Market is projected to be spent by the end of the fiscal year.
- Major Streets Fund means of financing has been increased by \$1,506,277, primarily from the carryover of the remainder of the 3.3 million dollar grant from the state to reconstruct Muskegon and Webster Avenues.
- A new fund was created for the operation of the L C Walker Arena. The L C Walker Arena Fund has \$503,500 in projected means of financing and \$540,000 in projected operating expenditures.
- State Grants Fund revenues are reforecast \$250,000 higher due to the MSHDA grant that was awarded. Correspondingly, expenditures in the fund are reforecast \$250,000 higher.
- Marina Fund revenues are projected down by \$360,000 in large part due to not receiving a grant of \$375,000 that would have been used for docks and building improvements. Marina Fund expenditures are reforecast down by \$484,000, primarily due to the removal of the previously proposed docks and building improvements capital project.

BUDGET ACTION REQUIRED: City commission approval of this reforecast will formally amend the City's 2015-16 budget.

STAFF RECOMMENDATION: Approval.

Motion by Commissioner Rinsema-Sybenga, second by Commissioner German, to approve the Second Quarter 2015-16 Budget Reforecast.

ROLL VOTE: Ayes: Gawron, Hood, Warren, German, Rinsema-Sybenga, Turnquist, and Johnson

Nays: None

MOTION PASSES

I. Adoption of Resolution in Opposition of Public Act 269 of 2015

City Clerk

SUMMARY OF REQUEST: To adopt a resolution in opposition of Public Act 269 of 2015.

FINANCIAL IMPACT: None

BUDGET ACTION REQUIRED: None

STAFF RECOMMENDATION: Adopt the Resolution.

Motion by Commissioner German, second by Commissioner Johnson, to adopt the Resolution in opposition of Public Act 269 of 2015.

Motion by Commissioner Johnson, second by Commissioner Rinsema-Sybenga, to amend the Resolution to remove the Now, Therefore be it resolved paragraph referencing a double standard and Section 54, subsection (3), regarding payroll deductions.

(Motion to Amend)

ROLL VOTE: Ayes: Warren, German, Rinsema-Sybenga, Turnquist, Johnson, Gawron, and Hood

Nays: None

MOTION PASSES

(Original Motion)

ROLL VOTE: Ayes: Hood, Warren, German, Rinsema-Sybenga, Turnquist, Johnson, and Gawron

Nays: None

MOTION PASSES

2016-14 NEW BUSINESS:

A. Concurrence with the Housing Board of Appeals Notice and Order to Demolish the Following: Public Safety

1302 Sanford Street

340 W. Southern

SUMMARY OF REQUEST: This is to request that the City Commission concur with the findings of the Housing Board of Appeals that the structures are unsafe, substandard, a public nuisance and that they be demolished within 30 days or infraction tickets may be issued. It is further requested that administration be directed to obtain bids for the demolition of the structures and that the Mayor and City Clerk be authorized and directed to execute a contract for demolition with the lowest responsible bidder or staff may issue infraction tickets to the

owner, agent or responsible party if they do not demolish the structure.

STAFF RECOMMENDATION: To concur with the Housing Board of Appeals decision to demolish.

Motion by Commissioner Rinsema-Sybenga, Second by Vice Mayor Hood, to concur with the Housing Board of Appeals decision to demolish 340 W. Southern.

ROLL VOTE: Ayes: German, Rinsema-Sybenga, Turnquist, Johnson, Gawron, Hood, and Warren

Nays: None

MOTION PASSES

Motion by Commissioner German, Second by Commissioner Rinsema-Sybenga, to concur with the Housing Board of Appeals decision to demolish 1302 Sanford.

ROLL VOTE: Ayes: Rinsema-Sybenga, Turnquist, Johnson, Gawron, Hood, Warren, and German

Nays: None

MOTION PASSES

PUBLIC PARTICIPATION: Public comments were received.

ADJOURNMENT: The City Commission adjourned at 6:14 p.m.

Respectfully Submitted,

Ann Marie Meisch, MMC, City Clerk